



HOW TO ACE YOUR INTERVIEW



PREPARING FOR YOUR INTERVIEW

Properly preparing for an interview enables you to be more confident and allows you to relax and really sell yourself. Educating yourself about your potential employer is important too.

Gather Key Information

Always try to be informed about a company before you go to an interview. It's a good idea to make a list of the following information.

- Key people/leaders in the organization
- Major products/services
- Number of employees
- Company locations
- Structure of the company
- Latest news reports that affect the company
- Company mission and or vision

Not only will you learn more about the company you wish to work for, but you may also impress the interview panel. Expressing your knowledge of the company also reflects your interest and initiative.

Most of this information can be found in annual reports and trade magazines. Also, you can get some of this information by making a quick call to the company's human resources or administrative offices or by searching on the internet.

Collect Yourself and Your Belongings

Along with learning about the company, you also need to prepare yourself. Don't ever go to an interview without the following items:

- your identification (some prospective employers may ask to make a copy)
- several copies of your resume
- several copies of your reference sheets
- a pen or pencil
- a small notebook (so you can write down any critical information directly afterward)
- breath mints
- a brush/comb
- anything else that will make you feel comfortable

Make sure that you have reliable transportation to the interview and that you know where you are going. Get directions in advance and take a trial run to the interview site if needed. You should also allow plenty of time and plan to arrive for your interview a few minutes early. If you happen to run late for unavoidable reasons, phone the company and let the interview panel know your circumstances.

You should also be sure to have a neat and clean appearance. First impressions are lasting impressions therefore, wear attire that is appropriate for the organization with which you are applying. Jeans, tennis shoes, casual wear and sandals are not appropriate attire for many organizations.

DURING THE INTERVIEW

You should think of an interview as a sales pitch. Really selling yourself will make all the difference in the world. The goal of a first interview is to get the job or get a second interview. Make sure to be bright and personable and let your personality and true

self shine through. Be enthusiastic, confident, ambitious, professional and truthful.

Greet the interviewer(s) with a smile and a handshake. Address the panel members by their names as introduced to you. Be sure to make eye contact and ask questions about the position for which you are applying, when given the opportunity. Not only does this prove your interest, but you may find out that this isn't the job you thought it to be.

At the end of the interview, get a business card or take the names and titles of the interview panel as well as any contact information.

In addition, pay careful attention to these Do's and Don'ts:

DO:

- Arrive early
- Dress the part
- Have high confidence and energy
- Show enthusiasm
- Make sure that your good points come across
- Avoid controversial topics
- Ask intelligent questions
- Close the interview on a positive note
- Follow up with a thank you note to the panel members

DON'T:

- Chew gum
- Answer questions with a simple yes or no
- Tell jokes (unless applying for a job as a comedian or entertainer)

- Smoke
- Use inappropriate or grammatically incorrect language
- Be soft spoken
- Say anything negative about past employers/colleagues
- Lie in the interview or on your resume
- Answer cell phone calls during the interview

For more great tips and information regarding how to ace your interview, check out the following websites:

<http://content.monster.com/jobinfo/interview/>

<http://jobs.asiaco.com/resources/top10interviewtips.shtml>

www.jobsontheweb.com/tips.htm

<http://www.joblink-usa.com/interview.htm>

<http://www.careers4u.com/interview.html>

HUMAN RESOURCES

Motor Vehicle Administration

MDOT WEBSITE

www.marylandtransportation.com

MVA JOB LINE

410-424-3135

MDOT INTEREST FILE

410-865-1073

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Motor Vehicle
Administration



Human Resources
6601 Ritchie Highway NE, Room 101
Glen Burnie, MD 21062